



Interior Design Principal Job Description

King Built is growing and looking for an Interior Design professional to join our team. The Interior Design Principal is responsible for leading and managing the design process for multiple projects. This includes developing design concepts, selecting materials and finishes and overseeing project coordination and installation. This position is responsible for client relations to ensure that clients are communicated with and that their design needs and preferences are understood. Additionally, the Interior Design Principal is responsible for helping to ensure projects come in on time and within budget. The Interior Design Principal may be responsible for managing and mentoring a team of designers and assistants.

Location

Greater Springfield, MO

Job Responsibilities

- Meet with clients to discuss their design needs and preferences, creating a project plan that meets these needs and is within the budget and timeline set or help to set the budget and timeline
- Establish creative vision for projects
- Collaborate with other design professionals (i.e., architects, engineers, contractors) to ensure the project is completed to design specifications, on schedule and within budget
- Oversee selection of all interior and exterior design elements (i.e., siding, brick, lighting, flooring, cabinetry and more) including coordination with vendors, suppliers and King Built staff to purchase materials for project
- Create detailed project documents such as floor plans, elevations, schedules and design booklets using CAD software as needed
- Oversee the installation of design elements including site visits to conduct rough-in walkthroughs and being onsite during final installation
- Be available to answer superintendent and sub-contractor questions to ensure project is completed within design standards
- Work with other King Built staff to ensure all materials are ordered correctly and delivered on time to the proper locations
- Stay up-to-date and be authority on design trends and best practices
- Communicate and coordinate with other King Built departments, outside stakeholders and vendors as needed
- Participation in all education, training, and team building events
- Attend weekly team meeting
- Be willing to complete other tasks as identified

Required Skills

- Technical expertise
 - Must have awareness of a wide range of materials and techniques to recommend the best options for each project
 - Must have knowledge and take into consideration durability, cost and design aesthetic
 - Must have awareness of building codes, accessibility requirements and any environmental considerations
- Attention to Detail
 - Must be meticulous in their attention to details across multiple projects
- Time Management
 - Must be skilled in time management including prioritization of tasks and delegating of responsibilities
- Adaptability
 - Must demonstrate the ability to be adaptable and flexible to unforeseen issues and unpredictable changes in project plans
- Teamwork
 - Must be able to work with various stakeholders effectively to build strong working relationships with all team members, vendors and partners
- Communication
 - Must demonstrate responsiveness, professionalism and clarity in written and oral communication
- Leadership
 - Must be an effective leader who can motivate and guide team members, resolve conflict and who demonstrates superb problem-solving skills

Qualifications

- Bachelor's degree in interior design
- 3-5 years of experience in interior design, project management and customer service
- Current U.S. driver's license and reliable vehicle transportation
- Excellent written and verbal communication skills
- Superb interpersonal skills
- Proven problem-solving skills
- Positive, can-do attitude

Compensation

Compensation specifics to be presented at the time of employment offer.